

Pre-Proposal Conference

FISA-OPA Request for Proposals (RFP) for
PAYROLL BANKING AND RELATED SERVICES
PIN: 1312022BNKRFP

February 1, 2023

Payroll Banking And Related Services

PIN: 1312022BNKRFP

Agenda

- Introduction
- Purpose of the RFP
- Proposal Format & Content
- Proposal Due Date & Time
- Proposal Delivery Location
- Questions

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Introduction

- Neil Matthew – Technical Representative
- William (Bill) Schneck – Legal Representative
- Hanan Moursi – Procurement Representative

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Purpose of RFP

FISA-OPA seeks a qualified commercial bank (Designated Bank approved by NYC Banking Commission) to provide payroll banking and related services for the City of New York payroll operations.

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Purpose of RFP Con't

The Services to be provided fall within two (2) categories:

- Payroll banking services; and,
- Potential future payroll-related services also referred as Optional Services

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Proposal Format & Content

A **sealed envelope** labeled “**Technical Proposal**” with 1 original & 5 copies containing the following:

- Proposal Cover Letter (Attachment A)
- Technical Proposal
 - * Experience
 - * Organizational Capability
 - * Proposed Approach
- Acknowledgement of Addenda (Attachment C)
- Bidder’s Certification of Compliance with Iran Divestment Act (Attachment F)
- Tax Affirmation Form (Attachment M)

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A **separate sealed envelope** labeled “**Price Proposal**” with 1 original & 5 copies containing the following:

- Price Proposal Form (Attachment B)

Proposers must also provide pricing for the Optional Services described in Section III (C) of the RFP.

Please ensure that the Price Proposal Form is **not** included in the Technical Proposal, otherwise your proposal may be deemed **non-responsive**.

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A **separate sealed envelope** labeled “**Doing Business Data Form**” with 1 completed original Doing Business Data Form.

A **separate sealed envelope** labeled “**Audit Report**” containing the latest audit report or a certified financial statement or a statement indicating why no audit report or financial statement is available.

A **separate sealed envelope** labeled “**Proposers Standard Terms and Conditions**” containing the Proposer’s Standard Terms and Conditions.

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Please make sure to include a **USB flash drive** in your **sealed Technical Proposal envelope** of the following:

- Technical Proposal
- Price Proposal Form
- Doing Business Data Form
- Audit Report
- Proposer Standard Terms and Conditions

Please ensure each file is saved separately in PDF, and labeled accordingly.

For the complete proposal submission instructions, please refer to the “Package Content Checklist” on page 34 of the RFP.

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Proposal Due Date & Time

Date: Thursday, March 2, 2023

Time: 1:00PM, ET

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Proposal Delivery Location

Proposal Delivery (US Mail):

Financial Information Services Agency - Office of Payroll Administration

Attn: Erika Lerner

Re: Payroll Banking and Related Services

PIN No. 1312022BNKRFP

5 Manhattan West (450 West 33rd Street), 4th Floor

New York, NY 10001-2633

Proposal Delivery (Commercial delivery service or by hand):

Financial Information Services Agency - Office of Payroll Administration

Attn: Erika Lerner

Re: Payroll Banking and Related Services

PIN No. 1312022BNKRFP

459 West 31st Street, Bay B

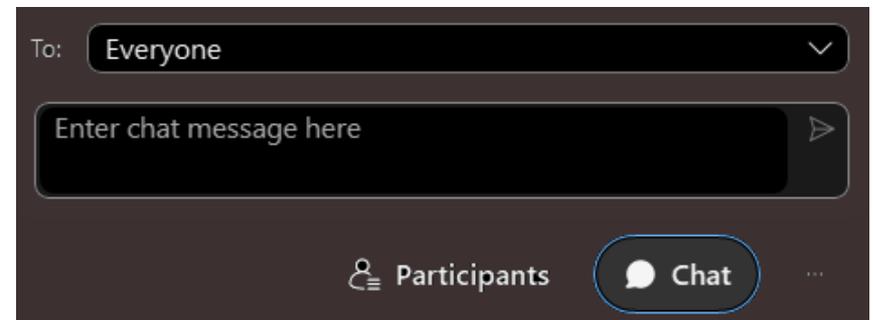
New York, NY 10001-2633

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Questions? Type them in the chat box.

Question Format: **Name, Affiliation, Question**



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Closing Statement